

Bangor University Talentlink User Guide

Guide 7: Searching the Archive and Copying from the Archive

Introduction

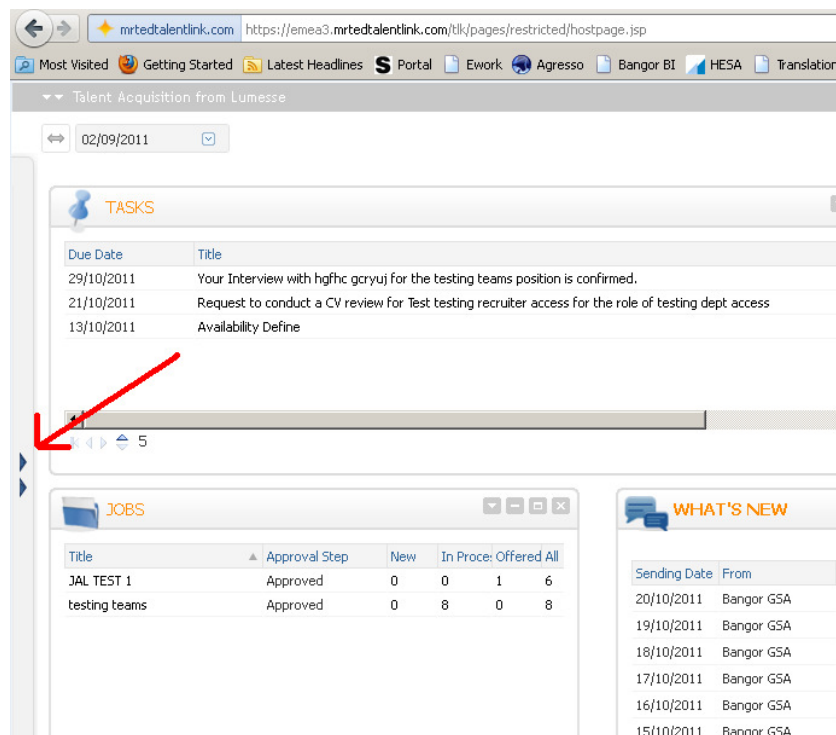
This guide provides an introduction to searching for archived jobs and copying the content of an archived job into a new requisition.

Section A: Searching the Archive

Section B: Copying Job content from the Archive

Section A: Searching the Archive

- Click the left-hand menu



- Click the + sign next to **Advanced Search** and select **Jobs** – a pop up window will appear
- Use the search criteria to search by Job Title, Job Number or Organisation
- Change the **Display** to **Archived Jobs** and click **Search**

- If you have searched for specific job number, you will be taken to the job details for that job.
- If you have searched by Job title or Organisation, you will be presented with a list of jobs that match the criteria
- Click **Select** next to the job you wish to view

Please select a Job

Filter					
Display:	Archived Jobs				
Job Title:	Research Officer				

	Job Title	Job number	Internal Job Number	Status	Created
Select	Research Officer	BU00015	-	Open	13/07
Select	Research Officer	BU00043	-	Open	26/09
Select	Research Officer	BU00595	-	Closed / Filled	23/04
Select	Research Officer	BU00494	-	Closed / Filled	28/01
Select	Research Officer	BU00475	-	Closed / Filled	08/01
Select	Research Officer	BU00090	-	Open	08/11
Select	Research Officer	BU00112	-	Closed / Filled	26/11
Select	Research Officer	BU00193	-	Closed / Filled	08/02
Select	Research Officer	BU00207	-	Closed / Filled	21/02
Select	Research Officer	BU00263	-	Closed / Filled	19/04
Select	Research Officer	BU00355	-	Open	07/08

Section B: Copying Job content from the Archive

- Click the left-hand menu

The screenshot shows the mrtedtalentlink.com website. The left-hand menu is visible, with a red arrow pointing to the 'JOBS' section. The main content area displays a list of tasks and a table of jobs.

TASKS

Due Date	Title
29/10/2011	Your Interview with hgfhc gcryuj for the testing teams position is confirmed.
21/10/2011	Request to conduct a CV review for Test testing recruiter access for the role of testing dept access
13/10/2011	Availability Define

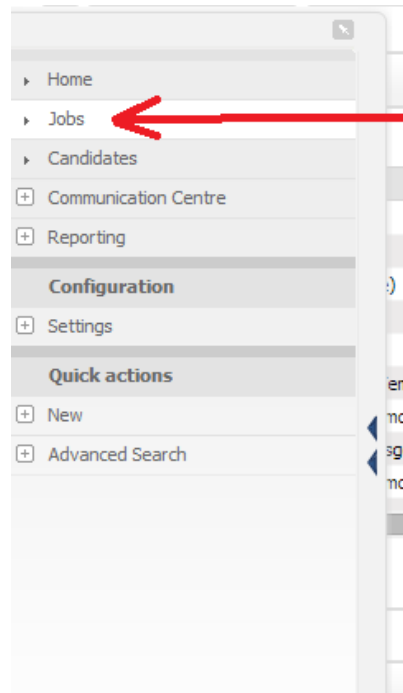
JOBS

Title	Approval Step	New	In Proce:	Offered All
JAL TEST 1	Approved	0	0	1 6
testing teams	Approved	0	8	0 8

WHAT'S NEW

Sending Date	From
20/10/2011	Bangor GSA
19/10/2011	Bangor GSA
18/10/2011	Bangor GSA
17/10/2011	Bangor GSA

- Click **Jobs**, you be presented with a list of current jobs in your area(s)






- Click  next to **Jobs** and click **Search**
- Change **Display Option** to **Archived Jobs** and click **Search**


A screenshot of the 'Search criteria' form. It contains several dropdown menus for filtering search results: Organisation (Central Services), Hiring Team (All), Job Status (All), Requisition Type (All), Role Profile (All), Welsh language competency level required (Select 'Job Category'), Job Category (All), Request Type (All), Primary Location (Campus) (All), and DBS Required (All). There is a text input field for 'Keyword'. At the bottom, there are two radio buttons for 'Display Option': 'Active Job Vacancies' and 'Archived Jobs'. A red arrow points to the 'Archived Jobs' radio button. Below the radio buttons are three buttons: 'Clear Criteria', 'Search', and 'Cancel'.

- You will now be presented with a list of archived jobs for your area(s)

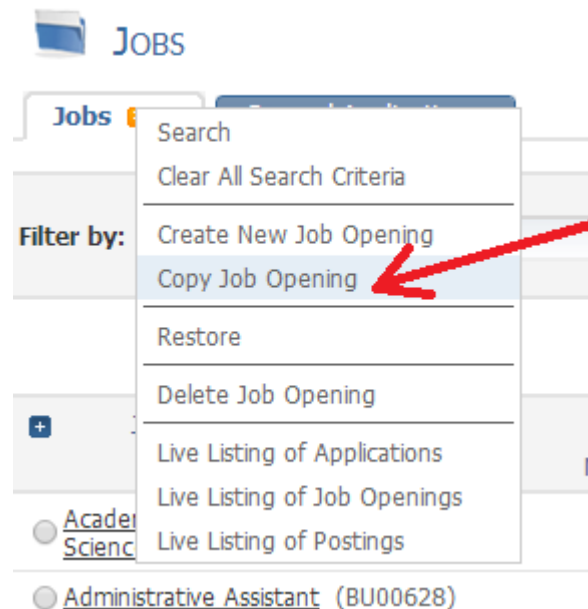
- Click in the radio button next to the job you wish to copy

Jobs  **General Applications**

Filter by:  Central Services 

+ Job Title 	Candidates			
	New	In Process	Offered	All
<input type="radio"/> Academic Support Librarian (Healthcare Sciences) (BU00486)	0	0	0	0
<input type="radio"/> Administrative Assistant (BU00628)	0	0	0	6
<input checked="" type="radio"/> Administrative Assistant (Maintenance) (BU00223)	0	0	0	2
<input type="radio"/> Administrative Officer (HEAR Project)	0	0	0	4

- Once again, click  next to **Jobs** then click **Copy Job Opening**



- The details for the NEW post will then be displayed. Please follow Guide 3 Section C and D for editing this Job Requisition and Guide 4 to send it for approval

- Please remember to **Clear All Search Criteria** when you have finished copying so that you presented with current posts the next time you go to the **jobs** screen.

The screenshot shows the 'JOBS' application interface. At the top, there is a 'JOBS' header with a folder icon. Below it, there are two tabs: 'Jobs' (selected) and 'General Applications'. A red arrow points to the 'Jobs' tab. A dropdown menu is open from the 'Jobs' tab, showing several options: 'Search', 'Clear All Search Criteria' (highlighted with a red arrow), 'Create New Job Opening', 'Copy Job Opening', 'Restore', 'Delete Job Opening', 'Live Listing of Applications', 'Live Listing of Job Openings', and 'Live Listing of Postings'. To the left of the dropdown, there is a 'Filter by:' label. Below the dropdown, there is a table with columns for 'Candidates' (New, In Process, Offered, All) and rows for 'Admin', 'Casual', and 'Clerical Assistant (BU00133)'. The table shows counts for each category.

	New	In Process	Offered	All
Admin	0	0	0	6
Casual	0	0	0	9
Clerical Assistant (BU00133)	0	0	0	4